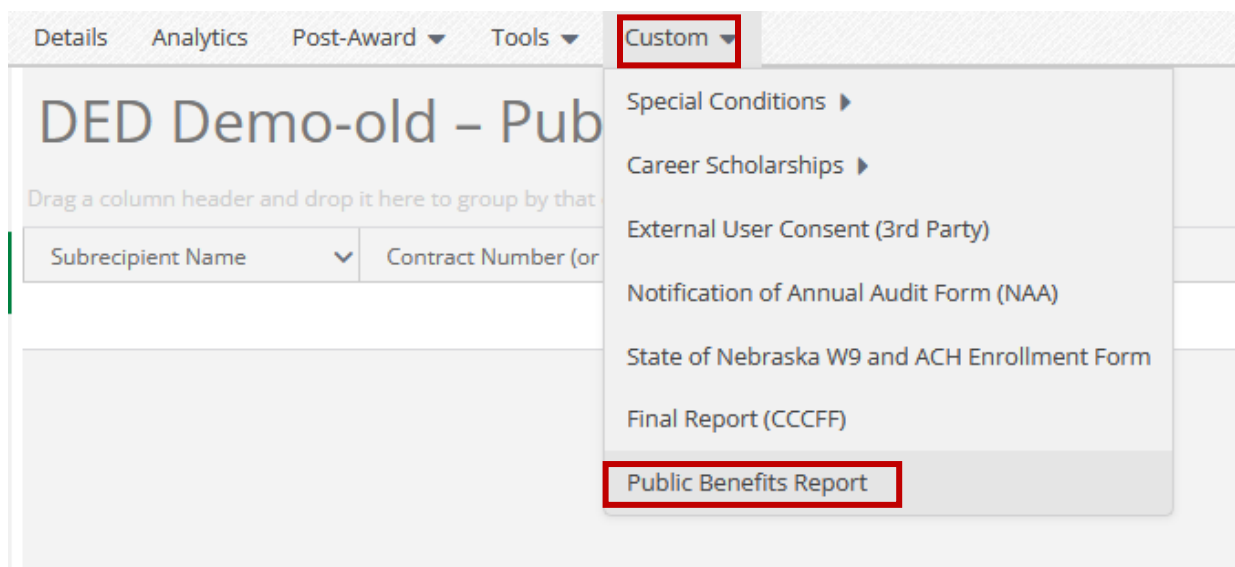


Public Benefits Report Instructions

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Navigating to Public Benefits Report Form

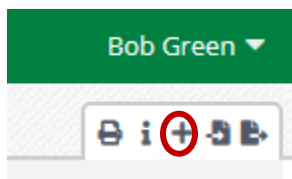
1. Navigate to your Grant
 - a. On the left navigation click Grant Management > Grants > [Select your Grant]
2. Click on **Custom** tab
3. Select **Public Benefits Report** form



Completing Public Benefits Report Form

4. After the Public Benefits Report screen opens, a new form will need to be “created”. In the upper right-hand corner, underneath your username, click on the plus sign (+) symbol.

NOTE: Each year, you will create a new Public Benefits Report form. You will NOT edit the existing form(s).



5. Fill out all the required fields, as indicated by an asterisk (*) in the each section.

Saving and Editing the Public Benefits Report

6. If needed, you can save the Public Benefits Report to edit it later. In the **Form Submission** section, choose **No** for “Is the Public Benefits Report complete and ready for submission?”
7. Enter the current date in the **Date of Submission** field.
 - a. Even though you are not ready for submission, this is a required field, so it must be completed.

Form Submission

Is the Public Benefits Report
complete and ready for
submission?*

☐ Yes
☒ No

Date of Submission*

12/22/2021



8. Click **Save** or **Create**.

Save

Cancel

Create

Cancel

or

Submitting the Public Benefits Report

9. After completing all the required fields, complete the **Form Submission** section.

10. Choose **Yes** for “Is the Public Benefits Report complete and ready for submission?”

11. Enter the current date in the **Date of Submission** field.

Form Submission

Is the Public Benefits Report
complete and ready for
submission?*

☒ Yes
☐ No

Date of Submission*

12/22/2021



12. Click **Save** or **Create**.

Save

Cancel

Create

Cancel

or

End